

ABC Stores | Learn, Grow, Live | Hawaii Careers

<https://careers.abcstores.com/job/oahu-human-resource-assistant/>

HR- Training Specialist

Description

The HR Training Specialist acts as a representative of the Human Resource Department and carries out HR functions as discussed with the Director of Human Resource in the overall vision of the Department and the Company.

Essential Responsibilities:

- Conducts training on the following areas not limited to: New hire orientation, in-store training, register training, New-Hire follow ups, Service training, Cash Handling Training, Charge card training, Service Coordinator training and Management training classes.
- Check on proficiency of Store Management's use of PC based tools and provide training for those that are not up to par.
- Create curriculum and conduct training classes.
- Assist store managers in creating and implementing a training plan for associates that are not meeting Company standards.
- Offers personalize training for Management.
- Assist in monitoring the performance progress of associates and Assistant Managers.

Education and/or Experience

- Excellent verbal and written communication skills.
- Must have the ability to understand, communicate, and follow instructions.
- Well organized and detail oriented.
- Ability to prioritize work and projects.
- Must be flexible in their availability and able to travel as needed.
- Have complete knowledge of company policies and procedures.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, lesson plans, business correspondence, training modules, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- At least two-year certificate from a college or technical school with 1 year of related experience.
-

Work Remotely

- No

Hiring organization

ABC Stores | Learn, Grow, Live |
Hawaii Careers

Employment Type

Full-time

Date posted

April 21, 2023

APPLY NOW